

CITY CLERK ELECTIONS

MISSION

The mission of the City Clerk's Office is to efficiently meet all statutory obligations with respect to elections, vital records, and City Council. The City Clerk's Office is responsible for the preservation and management of all vital events occurring within the City. Those vital events include births, marriages, and deaths. In addition to vital records, the office records all official documents of the City of Concord. The office conducts and preserves the integrity of all local, state and federal elections. Internally, the office views itself as the liaison between the general public and the Mayor and City Council. The office is responsible for the preparation of all City Council agendas, minutes and official notices.

CITY CLERK ELECTIONS**PROGRAM HIGHLIGHTS**

<u>SERVICE INDICATORS</u>	Actual <u>2010</u>	Actual <u>2011</u>	Estimated <u>2012</u>	Projected <u>2013</u>
1. Voter Registrations Processed	237	1,604	1,200	1,600
2. Absentee Voters Serviced	87	1,267	479	1,200
3. Early AM Voters Serviced	17	0	0	0
4. Average Number of Ballots Cast	3,356	22,405	13,727	23,500

Polling Locations

Ward 1: Immaculate Conception Church, Bonney Street, Penacook
Ward 2: West Congregational Church, North State Street
Ward 3: Beaver Meadow Golf Course, Club House, Beaver Meadow Street
Ward 4: St. Peter's Church Parish Hall, 135 North State Street
Ward 5: Green Street Community Center, Green Street
Ward 6: St. John's Activity Center, South Main Street
Ward 7: West Street Ward House, West Street
Ward 8: Bektash Temple, 189 Pembroke Road
Ward 9: Havenwood, 33 Christian Avenue
Ward 10: Broken Ground School, Portsmouth Street

2013 GOALS

1. Complete an election procedures manual that clearly defines and provides guidance specific to the many duties that must be completed by municipal staff prior to and in follow-up to any election.
2. Staff will hold additional training sessions for City Ward Clerks and Supervisors of the Checklists.

2012 GOALS STATUS

1. Complete the purging of the City of Concord's voter checklist in accordance with State statutes to ensure voter checklists within the City are updated and accurate.
9-Month Status: In accordance with State statutes, staff completed the City of Concord checklist purge at the end of August 2011. Approximately 6,600 voters from the City's checklist were removed as a result of the ten year purge.
2. Complete an election procedures manual that clearly defines and provides guidance specific to the many duties that must be completed by municipal staff prior to and in follow-up to any election.
9-Month Status: Ongoing. With staff focused on the November 2011 Municipal Election and the January 2012 Presidential Primary, minimal progress was made during the first three quarters of 2012.

PROGRAM HIGHLIGHTS**CITY CLERK ELECTIONS**

ADDITIONAL 2012 ACCOMPLISHMENTS

1. Recruited and trained a record number of new ward officials within the City prior to the January Presidential Primary (33% of existing ward officials were new in 2012).
2. The City Clerk's Office held a Moderator's training session prior to the January 2012 Presidential Primary. This training session provided information for the upcoming primary, as well as any election law changes.
3. Via the radio, staff provided residents with information in regards to registering to vote, obtaining absentee ballots and polling locations and hours for both the Municipal Election and Presidential Primary.
4. Staff held voter registration sessions at many local nursing homes within the city. Residents were given the opportunity to register to vote and to also fill out applications for absentee ballots.
5. In follow up to the ward lines charter amendment that was approved at the 2011 Municipal Election, staff will notify Concord voters of any ward line/polling location changes affecting them prior to the upcoming elections to be held in 2012.

CITY CLERK ELECTIONS**BUDGET DETAIL**

	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGETED	2012 ESTIMATED	2013 FISCAL BUDGET
REVENUE						
ELECTION REIMBURSEMENT	\$5,735	\$2,614	\$6,835	\$3,000	\$3,470	\$7,000
MISCELLANEOUS	\$244	\$2,615	\$128	\$1,000	\$480	\$1,000
TRANS FROM TRUST CAP RESERVE	\$0	\$0	\$0	\$10,000	\$10,000	\$0
Total	\$5,979	\$5,229	\$6,963	\$14,000	\$13,950	\$8,000
APPROPRIATIONS						
COMPENSATION	\$34,458	\$15,190	\$38,963	\$38,460	\$33,180	\$44,940
OUTSIDE SERVICES	\$10,891	\$7,126	\$4,866	\$9,190	\$8,710	\$9,260
SUPPLIES	\$11,016	\$5,653	\$12,717	\$12,580	\$17,180	\$13,700
INSURANCES	\$2	\$15	\$117	\$60	\$120	\$110
CAPITAL OUTLAY-EQUIPMENT	\$0	\$0	\$0	\$10,000	\$10,000	\$0
FRINGE BENEFITS	\$22	\$227	\$1,304	\$80	\$680	\$970
Total	\$56,389	\$28,212	\$57,968	\$70,370	\$69,870	\$68,980

<u>POSITION TITLE</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
Moderators	10.0	10.0	10.0	10.0
Ward Clerks	10.0	10.0	10.0	10.0
Supervisors (chair)	10.0	10.0	10.0	10.0
Supervisors	20.0	20.0	20.0	20.0
Ballot Inspectors	80.0	80.0	80.0	80.0
Added Supervisors pro-tem for same-day registration	<u>10.0</u>	<u>10.0</u>	<u>10.0</u>	<u>10.0</u>
Total	140.0	140.0	140.0	140.0

Note: These positions listed above are not included in City-wide FTE staffing summary.

FUNDING IMPACT**CITY CLERK ELECTIONS**

This budget contains no significant funding changes.

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NOTES
